

Trustees of the Manchester City Library  
Main Library – Hunt Room  
Minutes – July 27, 2009

## **Approved**

Called to order the Monthly Meeting at 4:10pm. Chair Cornell noted that there was not a quorum to conduct any official business.

**In Attendance:** Trustee Chair Patricia Cornell, Trustees Joanne Barrett, Monique Brown. Also, present Library Director Denise van Zanten, Head of Technology Lichen Rancourt.

**Excused:** Brown. Jeff Hickok, Karen Sheehan-Lord, Steve Solomon, and Jack Shea, Alderman Sullivan

**Minutes:** Minutes were tabled until the September 21<sup>st</sup> meeting.

### **Director's Report:**

End of the year financial breakdown shows that the Library will be giving the City back approximately \$2,000.

Trust Fund actual breakdowns were shared based on the percentages approved at the Trustees' last meeting.

MS-9 and MS-10 reports have filed for the Trust Funds with City Finance and the Attorney General's Office.

Stimulus Package – Director van Zanten, Lichen Rancourt and Jennie Angell have been working on the forms that are required to get the stimulus monies. A letter of support for 20% of the funds is needed and has been written by Director van Zanten. Fine or Trust funds could be used.

Archer Mayor wants to come to the Library for a Book signing in the Fall. Steve Viggiano and Director van Zanten are working on this. The Foundation could sponsor and Director van Zanten is discussing with the Foundation Chair. He would like to come here in October.

Personnel – a phone vote will have to be done to fill the page positions at the Branch and Main Library – VISTA Volunteer Tom Ackers started July 20<sup>th</sup> and getting along very well with the staff.

Annual Report – Director van Zanten is working on the Annual Report with the Administrative team. Will be done in September.

Museum Passes – Friends of the West Library are having funding issues – Director van Zanten authorized payment from our old friend's funds for their museum pass renewals. Instead of purchased by the West Friends they will say purchased by the Manchester City Library Trustees.

One Card – Claudia and the committee have onboard 38 businesses. Monarchs will be donating the grand prize. There will also be a book sale on September 26<sup>th</sup> with a regular sale in the morning and specialized sale in the p.m. Trying to get Red Cross Blood mobile and vendors for the staff lot for the same day. Director van Zanten noted the staff who have made this program possible: Claudia Mayer, Karyn Isleb, Steve Viggiano, Amy Hanmer, Mary Gallant, Mary Orzechowski, Sarah Basbas, Jason Rothwell, Sarah St. Martin, Paula Balboni, Kate Norton and Deb Young.

Staff Development Day – Susan Gunther will be here on August 26<sup>th</sup>. Both the West and Main Branch are closed to the public for staff to attend the seminar. Food and snack will be provided. Susan will be here on August 10<sup>th</sup> to discuss the agenda with Director van Zanten.

Test Book Policy – Administrative staff believe patrons do not take out test books because they cannot afford the \$20 deposit due to the economy. Director van Zanten would like this policy changed. Discussion and a vote will need to occur at the September 21<sup>st</sup> meeting.

Benchmarking Public Computing Terminals in Public Libraries – Head of Technology Lichen Rancourt spoke with Trustees about how the library rates with computers for a population this size. Trustee Hickok had previously asked about this.

Copy Data – we have fewer copiers and coin machines. Things are working out well so far with the new vendor. We have also asked them if they could supply change machines.

Useful Update – as the Trustees know all of the Useful package cannot be used due to security issues on the City network. Lichen is looking into quotes for a new network for the public terminals so all the functionality of Useful can be used and so all the clocks will be in synch. Director van Zanten has spoken to Jennie Angell, Head of Information Systems about this problem and they are working on getting quotes to segregate the public network from the rest of the city network. Director van Zanten also has Lichen working with MV communications to receive our own quotes so we can evaluate our best option.

## **Foundation Report**

Elections were held:

Dan Scanlon – President

Joe Smiga – Vice President

Jocelyn Charles – Treasurer  
Roz Lockwood – Treasurer

Matt Johnson and Don Buttler were voted onto the Board. John Deachman's term was up in June. Bill Sirak will discuss Planned Giving at the next meeting. Two other potential board members may be joining in August.

**Old Business** – Gift card for Madeleine will be purchased from the Common Man. She was notified of the books purchased for the library collection in her honor and sent us a short note that Director van Zanten shared.

**New Business:** Nothing at this time.

Monthly meeting will be held on Monday, September 21, at 4pm – Hunt Room .

Adjourned at 5:10pm